



Rochester Animal Services

Volunteer Overview

Immediate Supervisor:

Volunteer Coordinator or appropriate staff personnel

Purpose of Position:

To assist staff and clients with procedures within the shelter and at off-site events

Time Requirements:

Volunteers are expected to report at least 8 hours a month, for a minimum of 6 months.

Duties & Responsibilities

(Includes direct contact with shelter animals)

- Assist staff in areas of need
- Walk dogs
- Clean and disinfect animal cages & runs
- Wash dishes; do laundry
- Greet members of the public
- Introduce animals to prospective adopters
- Assist adopters in choosing a pet that is the best match for their lifestyle
- Assist with adoption counseling, paperwork, customer service and answering phone inquiries
- Provide support for various on-site and off-site special events
- Assist in the spay/neuter clinic

Children 12-15 years old

- No direct contact with animals or cleaning agents
- Must be accompanied by an adult
- Clerical duties, including but not limited to, folding brochures, stamping cage cards, etc.
- Special events (assist with passing out magnets, brochures, stickers, etc.)

Requirements:

- Completion of Volunteer Application and phone interview
- Satisfactorily completing a background check
- Completion of 3-phase orientation
- Possess a genuine concern for the welfare of animals
- Enjoy working with people, cats, dogs and other animals
- Understanding for the philosophies, goals and adoption policies of Rochester Animal Services

Training:

New Volunteer Orientation and on-the-job training